



DEPARTMENT OF REVENUE ADMINISTRATION  
MULTI-ENTITY TAX AUDITOR  
\$59,415.72 - \$78,820.56  
Unclassified Salary Schedule CC

Conducts examinations of tax returns filed for the various taxes administered by the Department of Revenue Administration at a taxpayer's place of business. Such audits are generally for compliance under the Business Profits Tax, Business Enterprise Tax, Real Estate Transfer Tax, Medicaid Enhancement Tax, Nursing Facility Tax, and Communication Services Tax, and may include other taxes administered by the Department. The examination requires a broad understanding of the Internal Revenue Code, Internal Revenue Service regulations, court decisions in the area of federal and state taxation, generally accepted accounting principles and any specialized industry practices and procedures. The field portion of the examination is the only time when a proper analysis of voluminous factual information can be prepared to determine a taxpayer's compliance with New Hampshire tax laws.

**RESPONSIBILITIES:**

Plans, administers, and conducts audits of national and multinational taxpayers at their corporate headquarters. Travel throughout the US and Canada is required.

Assigns and evaluates work assignments of junior auditors on complex cases or team audits.

Presents the agency's position during the conduct of formal or informal hearings when taxpayers contest the results of audits.

Applies state tax laws pertaining to the administration of New Hampshire taxes.

Develops audit methods with appropriate revisions due to amendments of state and federal laws.

Makes independent travel arrangement for the conduct of the field audit. Required to commit to travel a minimum of twelve weeks a year.

Maintains strict adherence to the department laws and regulations pertaining to confidentiality of all tax information obtained from records, files, tax returns, and departmental investigations.

**EDUCATION:** Bachelor's degree from a recognized college or university with a major study in accounting, finance, business management or related field. Master's degree in related field or professional license in a related field preferred.

**EXPERIENCE:** At least 3 years' experience in accounting or auditing work associated with tax preparation, planning or administration. Work history demonstrating comprehensive tax and problem solving ability preferred. In order to receive credit for post-secondary education, a copy of official transcripts with a seal and/or a signature **MUST** be included with this application. If copies of transcripts have been requested please reference this and have them forwarded to the Human Resources office at the recruiting agency.

A New Hampshire driver's license is required.

Interested candidates should submit a letter of interest and resume to NH DRA, Attn: Human Resources Coordinator, 109 Pleasant Street, PO Box 457, Concord, NH 03302 or via e-mail [Kathryn.Stillings@dra.nh.gov](mailto:Kathryn.Stillings@dra.nh.gov)